



RFP 15-03 Site Specific Park Plans Questions Addendum I

1. On p.12 item D. Relevant Examples of Previous Work states “Provide no more than three (3) representative examples...” while near the bottom of the same page it is stated “Qualifications of the Consultant and experience in this type of work including a list of at least four (4) similar projects completed...” Can you please clarify are we to provide no more than 3 or no less than 4 previous work examples?

Please provide 3 examples.

2. In perusing the Brookhaven CPRMP we see that there are in fact 4 Conceptual Master Plans provided within the CPRMP for Murphey Candler North, Blackburn, Lynwood Osborne, and Brookhaven Parks. Can you please speak to the need of the consultant selected for this current RFP to utilize these concept plans as-is or to treat each of the 11 parks essentially equally with regard to creating new conceptual master plans?

The intent was to gather further information to develop both narrative and conceptual master plans for each park identified. Information from the CPRMP can be utilized to incorporate additional information in developing each individual plan.

3. Is the City of Brookhaven seeking a single consultant (team) to develop the plans for all of the parks or will the park plans be divided up between a number of consultant (teams)?

This will be determined upon evaluation of each firm. It is expected that each firm propose to develop plans for each park per the RFP.

4. Can a consultant team go after specific park master plans or are they expected to go after all eleven of the plans?

It is expected that each firm per the RFP propose to bid on the entire project.

5. On page ten, Murphey Candler Park is highlighted with specific master planning needs, including, it is assumed, an Operations and Maintenance Plan. This seems to be the only park master plan that is so called out. Is there a specific reason that this one is specifically described?

An operations and maintenance plan is requested for each park.

6. If all parks are to be completed by a single consultant team, can some of the parks that are geographically related be lumped together for purposes of streamlining the Community Outreach and Public Participation?

Yes, when holding public input meetings this may be completed. Individual conceptual master plans within the deliverable are required though.

7. Will the City have topographic and boundary mapping for the eleven parks or will this be handled via the City GIS mapping?

Yes, currently available via City of Brookhaven IT department.

8. Is there an allocated budget for this contract? How is it being funded?

Funded via HOST.

9. In the Comprehensive Park Master Plan you identify several park facilities that have existing buildings that require comprehensive building assessments. Are you anticipating these building assessments occur as part of this project? Or would this take place at a later date as part of a separate study?

Each facility within each park will need assessed as no previous information was provided to the city or its staff via incorporation.

10. In the proposal it lists several ways of potential formats. On page 11-12, A-E has one potential list. The under the 3.1 on page 12 it lists another way to submit and then references the criteria selection further down. It appears each way has the same requested material in different formats. Can you confirm the proposal format to follow?

Please follow proposal format identified within section 4.0 Proposal Requirement on page 11-12 A-E.

- 11.3.4 Selection Criteria and Process – Fee Proposal (page 13), #3: “Amount to be deducted from total cost estimate because consultant is conducting (or has recently conducted) salary surveys of comparable jurisdictions / positions, the data from which can be shared rather than independently gathered.” What does this mean?

Please disregard/omit this criteria from any proposal.

12. Proposal Requirements – Relevant Examples of Previous Work (Page 12): Is this a limit of 3 project examples per consultant on the team, or 3 total projects for the entire team?

Three per consultant.

13. The sample contract discusses insurance requirements for the selected team. Do we need to submit a Certificate of Insurance for each firm in this proposal stage?

Yes.

14. Task 4 states “prepare schematic master plan alternatives as needed”. Does the City want one plan per park for a total of 11, or are they expecting multiple schematic designs per park? If multiple alternative plans per park are requested, we suggest stating a number specifically (i.e. “up to 3 alternative plans”) so that all proposing firms are pricing the same number of deliverables.

Please provide one plan per park

15. Task 5 includes a “Final Park Master Plan Report”. Does the City want a single report for all 11 parks, or individual reports for each park?

We are requesting an inclusive report identifying a conceptual plan for each of the 11 parks within.

16. Is the purpose of the “Murphey Candler Park – Key master planning Scope Items” section of the RFP to add tasks to that one park master plan that would not be included in the other park plans?

The guidelines within the deliverables section are to be offered for each park within the RFP. The only items specific to Murphey Candler Park are those in relation to the caretakers house and the completed watershed and basin study of Murphey Candler Park Lake.

17. Is the "Guidelines" section of the RFP related to the Murphey Candler Park scope items, or for all park sites? Is the City looking for a set of guidelines that would apply to all the parks listed in the RFP?

This applies to each park identified within the RFP.